

Learning Coach Tips for Getting Started in a Virtual School

Clear goals

- ✓ What brought me to this particular school? What do I hope to accomplish from this?
- ✓ It's a good idea to write down your answers and to keep it handy for a tough day and refer back to it.

Understanding OLS navigation – spend some time on this during preview week

- ✓ OLS Landing page is a one stop shop
- ✓ Tabs (Plan, Lesson Lists, Progress, Attendance)
- ✓ Help section

Understanding use of materials

- ✓ Look through materials when they arrive; check to be sure everything is there
- ✓ Online portions/Offline portions
- ✓ Student guides and Teacher guides
- ✓ Assessments - some online, some offline

Record keeping

- ✓ Create a system that works for you, decide on a time of day for planning, grading and recording attendance and checking progress
- ✓ Attendance – needs to be recorded daily
- ✓ Marking lessons completed– try to stay on top of grading assessments, so this stays accurate each day
- ✓ Printing out “Week View” each Monday – very helpful to know what was intended to be accomplished for the week
- ✓ Work samples – sticky notes on the pages that need to be turned in help remind you

Creating a daily schedule that works

- ✓ There may be some trial and error to this
- ✓ Simultaneous learning by all students
- ✓ “WIP” (work in progress) folder – put in pages kids didn't get to that they can work on independently
- ✓ Minimize interruptions during school time; that will leave time for home tasks

Organizing the space for materials storage and learning activities.

- ✓ No single way to do this
- ✓ One child or several makes a difference
- ✓ Dedicated school room or shared space? This will affect how you store materials.

- ✓ Keeping materials out of reach of a toddler, while keeping toddler “school” materials handy.
- ✓ Some organize shelves by subject and others by student.
- ✓ Some keep materials in the colorful boxes all year
- ✓ Keep learning styles of children in mind. The easily distracted child shouldn’t do math in the room with a preschooler watching a video. Keep in mind that not all subjects need to be done in the same place. For example, a student may wander off to his room to read a story for Literature, but need to be next to the learning coach to do math.
- ✓ You can create pocket or file folders by day. Put all the worksheets or assignments for the day inside. Some parents organize a full week’s worth of assignments over the weekend.
- ✓ You can leave the pages inside the books and pull all the books needed into a crate each day for easy access.
- ✓ Look at what science materials will be needed for the whole unit. Put materials for each lesson in large zipper bag so you are ready for the lab on the day of the less